How do I Invite a New Member?
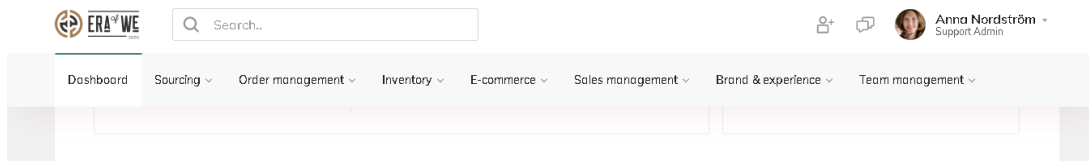
Nehal Gowrish - 2021-09-14 - Team management

BRIEF DESCRIPTION

The
Era of We application allows you to manage and keep track of your team members with a click of a button. In this documentation, you will understand how to invite a new member.

STEP BY STEP GUIDE

Step 1: Log in to your admin account, click on the 'Add team member' button at the top-right corner of the interface.

Step 2: Click on the 'Invite new member(s)' button

Step 3: On
the invite new member page, enter the name into the 'Name' field and work email address into the 'email' field.

Roasters can invite multiple users at once by clicking on
the 'Add another member' button.

Step 4: Click on the 'Send invites' button to invite a new member.

Thus, you can invite a new member as a roaster.

"If you still have any queries, then please feel free to connect with our support team."